



## EXPRESS GRANTS

Express Grants are a quick and easy way for Rochester CUSD 3 staff and students' great ideas to become a reality in the current school year. This rolling grant cycle occurs monthly and provides up to \$500 for immediate use.

### ALL GRANTS MUST BE:

Applications must have approval by the applicant's principal *before* applying

- ☐ Aligned to your school's Improvement Plan and/or a curricular area, standard, or immediate classroom need.

### GUIDELINES

- The maximum amount for an Express Grant award is \$500.  
*Shipping costs must be included into the price of the grant.*
- Applications are accepted and reviewed at the monthly meeting as long as funds are available.
- Awards will be announced within 30 business days of the application's submission with an **email** notification.
- It is expected that the item/materials requested be ordered, and a receipt is given to REF within **30 days** of receiving the award notification.  
*Materials provided by the grant become the property of the school where the grant originated and not the property of any individual or group. Unused project funds will be returned to REF.*

### IMPORTANT TO NOTE

REF will not consider funding other nonprofit organizations. Grants are not awarded for salaries, stipends, or previously denied items.

### PROCESS AND TIMELINE

- Express Grant funds are not unlimited. REF has a finite amount available. If you decide not to order the approved item/materials, please let the REF president know ASAP so the funds can fund another need.
- Express Grants are intended to be one-time funding requests to support immediate needs that arise outside of the Classroom Grant cycle.
- If the receipt/invoice of purchase is not received within 30 days, the grant may be voided and require re-approval from the board.
- All communications (including award and decline notifications) will be conducted via email.